



Absence Policy

1. All *absences* must be *authorized via email* to M3P by the participant's manager/supervisor. M3P will then contact the participant to make alternative arrangements regarding the course session being missed.
2. If the authorizing email for an absence is in relation to a course session scheduled to occur *within 5 business days* of that email, it must also contain the *express consent* of the participant's department head.
3. In *exceptional circumstances* such as illness or emergencies, when advance authorization for an absence is not reasonably feasible, the absence must be authorized via email to M3P by the participant's manager/supervisor, at the earliest subsequent opportunity (e.g. on the participant's return to work after illness).
4. In *any* instance where an authorizing email is not received by M3P at least 5 business days prior to the relevant session, a **cancellation fee** of \$50 will be charged to the participant's department. Exceptional circumstances will be given due consideration and this fee may be waived at the discretion of the HR Director, or designee.
5. If a participant has *2 or more absences* of any type within a single trimester, their department head will be informed accordingly by the HR Manager. If a participant has *3 or more absences* within the same certificate program in a single trimester, the HR Manager will contact the participant's Department Head to discuss withdrawing the participant from that certificate program.
6. Participants who are asked to withdraw from any certificate program will not be allowed to enroll in any future M3P certificate programs for a minimum of two years from the initial certificate enrollment date and the department will be charged for the **full cost** of the participant's seat. Exceptional circumstances will be given due consideration by the Human Resources Director, or designee.
7. Participants who voluntarily *withdraw* or are withdrawn by their manager/supervisor from an entire certificate program **prior to** the conclusion of that program, must be *authorized via email* to M3P by the participant's department head. The **full cost** of the participant's original program (including the license fee for online SPEC modules, if applicable), will be charged to the participant's department. Exceptional circumstances will be given due consideration by the Human Resources Director, or designee.

8. For certificate programs incorporating *online SPEC modules*:

- The participant is required to complete each month's assigned SPEC module(s) prior to that month's SPEC Interactive session. If the participant does not meet this requirement in more than one month, their department head will be notified accordingly, and the HR Manager will also contact the participant's manager/supervisor to discuss withdrawing the participant from the program.
- If a participant fails to complete all assigned SPEC modules by the scheduled end date for the program (i.e. the date of the final 'in class' session scheduled for the program in the relevant trimester), the participant's department head will be notified accordingly, and the **license fee** for the SPEC modules will be charged to the participant's department. Exceptional circumstances will be given due consideration by the Human Resources Director.